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Vol. 5 No. 40

October 4, 1985

## On the Hill



The Congress passed without debate on Monday (September 30), legislation extending several Federal programs until November 14--giving them an additional 45 days to wrestle with permanent legislation for those provisions of law that expired with the end of FY 1985. One measure, H.R. 3454, which was signed by the President, includes the 45-day extension of the Food Stamp Program, the Puerto Rico Nutrition Assistance Block Grant, and the Supplemental Security Income (SSI)/Elderly Cashout Demonstration Project.

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Meanwhile, the House this week debated amendments to its Farm Bill, (H.R. 2100). The Senate, as yet, has not scheduled Floor action on its bill (S. 616).

-Bill Tlucek

## National Employ the Handicapped Week

The week of October 6-12, 1985 has been designated as National Employ the Handicapped (NETH) Week. The theme this year is "Make Disabled People a Part of Your Team." It is a time for reminding America about the abilities of disabled persons and recognizing the contributions that disabled persons make to the work team.

In observance of NETH Week, several activities have been planned for headquarters employees. An interpreter will be provided for the hearing impaired. Following is the NETH Week agenda:

### Monday, October 7

Panel Discussion: "Knowledgeable/  
Successful/Able - Employment Issues  
Concerning Disabled Employees"

1:30 p.m. - Room 3854 South Building

Moderator: Alberta Frost, Director,  
Nutrition and Technical Services  
Division

A panel of supervisors, coworkers, and disabled employees discuss attitudinal barriers, job accommodations, communications, and success stories. All employees are invited.

### Tuesday, October 8

Speaker: William P. McCahill, Former  
Director, President's Committee on  
Employment of the Handicapped

Subject: "Make Disabled People a Part of  
Your Team"

10 a.m. - Room 400 Park Office Center

All employees are invited.

### Wednesday, October 9

Class: "Mini-Sign Language Class"

2 p.m. - Room 800 POC

Facilitators: Bill Ennis, Information  
Resources Management Division, and  
Yvonne Allen, Food Distribution  
Division

Introduces hearing employees to sign language, the fourth most commonly used language in the United States. Designed for beginners who want to learn finger spelling and some basic signs. Also includes a brief discussion on the structure of sign language, and tips on how you can learn more.

Thursday, October 10

Film: "A Different Approach"

Shown at: 10 and 11 a.m., and 2 p.m.  
- Room 800 POC

(Interpreter provided at the 10 and 11 a.m. showings)

This humorous film pokes fun at the attitudes of Americans toward disabled persons. The film features many well-known stars of Hollywood and television.

Friday, October 11

Tour: Alexander Graham Bell Association,  
Washington, D.C.

1 p.m.

For interested hearing impaired employees. Contact Bill Ennis in Room 317 POC. Employees should obtain approval from their supervisor.

The Department will issue a memorandum of activities it is planning throughout the week. Regional offices are encouraged to plan activities for NETH Week. All employees are urged to give full support to observance of NETH Week by attending the activities planned. An interpreter will be provided for the hearing impaired.

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## Family Nutrition

### Program Planning, Development and Support

McAndrew Leaves FNS for Law Career: More than 80 people gathered at a luncheon this week to bid a fond farewell to Sue McAndrew, who has been with FNS since 1969. McAndrew leaves her position as Chief of the food stamp Program Design and Rulemaking Branch to join the Washington, D.C., law firm of Wilmer, Cutler and Pickering.

McAndrew received a Certificate of Appreciation from Assistant Secretary John W. Bode for excellence in performance throughout her 16-year career with FNS.

"Your contribution to the development of food stamp policy through legislation and regulation has resulted in a more efficient and equitable Food Stamp Program," the certificate read. "Your career has been distinguished not only by your ability to personally produce the highest quality of work, but also by your ability to inspire the best from your coworkers. Your clear-minded, rational approach to problem solving and your unswerving commitment to excellence is worthy of special note."

One after another FNS supervisor thanked McAndrew for the significant contributions she has made to the Food Stamp Program. Many from outside the Agency were there to honor McAndrew as well, including Assistant General Counsel Ron Hill, Office of the General Counsel; Budget Examiner Richard Stavneak, Office of Management and Budget; former FNS Acting Administrator P. Royal Shipp; former Food Stamp Program Director Jim Springfield; and former Food Stamp Program Branch Chief Charlie Bucy.

Chris Martin, speaking for Deputy Administrator Virgil Conrad, commended McAndrew's leadership, fairness and willingness to fight for what she believed in. "On behalf of everyone in the Agency," Martin said, "we are all going to miss you very much."

-Jane Vachon

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## Management

### Administrative Services

Northeast Regional Office Relocation: The Northeast Regional Office (NERO), currently located in Burlington, Massachusetts, a suburban area of Boston, is scheduled to be relocated to the new Boston Federal Office Building (BFOB) during the spring of 1986. The BFOB, located in the heart of downtown Boston, is scheduled for construction completion on May 6, 1986. A tentative move date for NERO has been set for May 31, 1986.



The new \$67 million BFOB represents a unique departure for traditional government office building design. The 10-story structure offers interior finishes that have been planned to create a unifying color concept through the use of vibrant carpet colors and wall accents. Exterior windows are darkly tinted to reduce glare and for energy conservation.

Centering in the building will be a 5-story atrium with clear glass. Occupants will be able to look into the atrium from their offices and enjoy balcony views of activities, landscaping and artwork. The 10,723 square foot Cafeteria/Restaurant will also view the atrium and the Charles River Park. The BFOB will be highly energy-efficient and will contain state-of-the-art voice and data communications and security systems.

There will be some temporary disruptions to FNS employees and clients in relocating from the current suburban office setting to the heart of the busy city. However, NERO is extremely fortunate to have been selected to occupy office space in the new facility. Other agencies, not selected for the BFOB move, will continue to occupy suburban space until moved into older government buildings such as the John W. McCormack Post Office and Courthouse Building upon completion of a renovation project.

-Wally Jacobsen

### **Information Resources Management**

Are You a Bootlegger?: Have you ever designed your own form\*, then copied and distributed it? If so, YOU ARE A BOOTLEGGER! Perhaps BOOTLEGGERS think they are saving their time and taxpayers' dollars by circumventing the Forms Management Program. On the contrary!

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\*Forms include documents (computer-generated formats) with fill-in spaces such as questionnaires, form letters, contracts, checklists, etc.

The use of bootlegged forms is prohibited (See Instruction 208-1, Rev. 2, Forms Management Program). This Instruction requires all originators to submit proposed FNS and HNIS forms to the Information and Records Management Branch for approval and processing.

Forms Analysts will (1) conduct a search of current forms to avoid duplication and overlapping of captured information; (2) analyze and design the form to ensure adherence to forms management principles and guidelines (if no current form fits the originator's needs); (3) recommend improvements to originator, as appropriate; and (4) procure professional composition services, using the most economical method for printing and distribution.

Forms Analysts are here to serve you. Let them show you how to reduce your workload, save money, and provide a quality product. Don't be a BOOTLEGGER! Contact the Information and Records Management Branch if you need assistance in developing forms.

## Job Opportunities

FNS is seeking to fill the following vacant positions. To be considered for one of them, submit an up-to-date SF-171, Personal Qualifications Statement, and current performance appraisal to the appropriate personnel office. If you're interested in a Headquarters position, apply to the Employment Branch, Personnel Division, Food and Nutrition Service, U.S. Department of Agriculture, Alexan-

dria, Virginia 22302. Apply directly to Headquarters office for all GS-14 and 15 positions. For Regional positions, apply directly to the Regional Office. For details on the requirements for any of the positions listed below, consult the official vacancy announcement. These are posted on designated bulletin boards or you can get copies from the appropriate Regional or Headquarters personnel office.

### Friday Letter Vacancy Listing by Vacancy Number

Job Title	Series	Grade	Closing Date	Vacancy Number	Organizational Unit
Computer Programmer Analyst (CLOSING DATE EXTENDED)	334	GS-9/11	10/21/85	85-67	IRMD
Clerk Typist	322	GS-2/3/4	until filled	85-69	PED
Secretary Typing	318	GS-5	10/15/85	85-72	PAD
Secretary Typing	318	GS-5	10/15/85	85-73	PAD
Secretary Typing	318	GS-4/5	10/15/85	85-76	GAPI
Secretary Typing	318	GS-3/4	10/15/85	85-77	SFPD
Secretary Typing	318	GS-5/6	10/15/85	85-78	SFPD
*Suprvy Food Program Special- ist (Temporary NTE 1 year may become permanent w/out additional com- petition)	120	GM-13	10/15/85	85-79	SFPD
Nutritionist	630	GS-12/13	10/15/85	85-H-30	HNIS
Classification Clerk (Typing)	203	GS-3/4	10/15/85	85-80	PED
Clerk	303	GW-1/2	until filled	85-81	FNS
Program Analyst	345	GS-9/11	10/21/85	85-82	OAE
Secretary Typing	318	GS-5	10/21/85	85-83	IRMD
**Staffing Assistant (Temp. Appt. NTE 120 days)	203	GS-5/6/7	10/21/85	85-84	PED
***Staffing Assistant (Temporary Promotion or Detail NTE 60 days)	203	GS-5/6/7	10/21/85	85-85	PED
****Home Economist	493	GS-12	10/15/85	85-H-31	HNIS
****Home Economist	493	GS-12	10/15/85	85-H-32	HNIS

\*FNS - Nationwide

\*\*FNS - Local Commuting Area

\*\*\*FNS - Headquarters-wide

\*\*\*\*HNIS - wide

IRMD - Information Resources Management  
Division

PED - Personnel Division

PAD - Program Accountability Division

GAPI - Governmental Affairs and Public  
Information

SFPD - Supplemental Food Programs Division

HNIS - Human Nutrition Information Service

FNS - Food and Nutrition Service

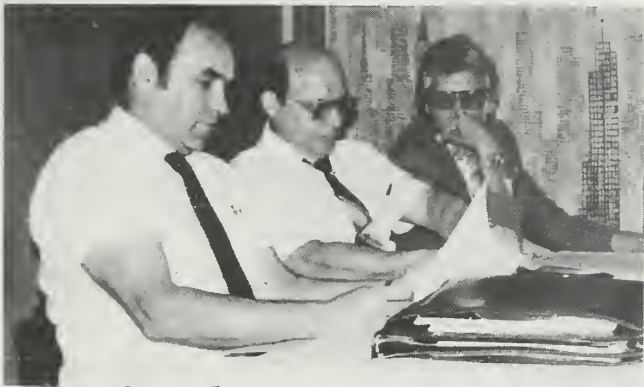
OAE - Office of Analysis and Evaluation



## Regional News

### QC/Corrective Action Conference

The Quality Control/Corrective Action Conference was held July 9-11 at the Executive House in Chicago. Food stamp quality control data analysis and corrective action staff from the Midwest States met with Midwest Region's Program Evaluation Section (PES) staff, the Administrative Integrity and Policy Support and Training staffs from headquarters, officials from the Health Care Finances Administration (HCFA), and the Office of Family Assistance (OFA). The purpose of the meeting was to discuss error reduction and improvement of quality control reviews.



Reviewing their notes before presentations are: Duane Maddox, Chief, Administrative Integrity Branch; Dustan Van Vleet, MW FNP Director; and Bruce Clutter, Chief, Policy Support and Training Branch.



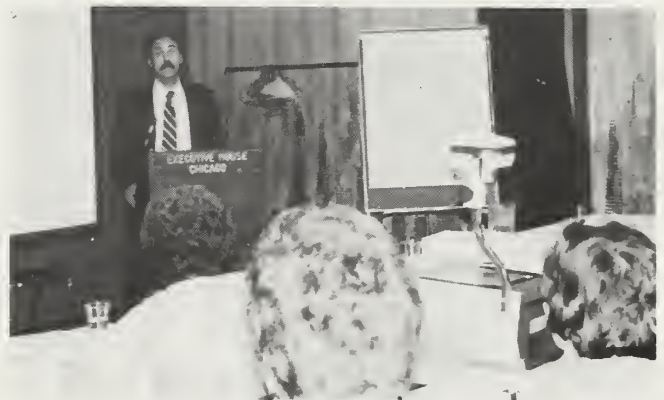
Listening to a presentation are Hildegard Dorrer, Analyst for Wisconsin Quality Control Research and Statistics; Stephen Sulpor, Statistician and Corrective Action Coordinator for HCFA; Denny Erickson, Illinois Performance Reporting System Coordinator; and Sandy Norton, Michigan Corrective Action Supervisor.



Midwest Regional Administrator Monroe Woods welcomes attendees to Chicago and the QC/Corrective Action Conference that was arranged by the Family Nutrition Program Evaluation Section.



Attendees listen intently as error rate reduction methods are presented.



Program Evaluation Section Assistant Chief Mike Sobczyk discusses Federal QC difference issues.



Clockwise from above: C. Ester Harmon (left), a secretary in PES, warns Wisconsin staff members Helen Scoval, Jacquelyn Rader and Rose Hovey about fraud, waste and abuse on the streets of Chicago.

Celeste Nelson (second from left), a statistician in PES, leads a roundtable discussion of data analysis techniques.

Attendees used breaks to further discuss error reduction strategies. Left to right: Jerry Kuntzman, Ohio Performance Reporting System Coordinator; Joyce Risdan and Jeff Patzke of PES; Frank Grippe, Michigan Food Stamp Quality Control Supervisor; and Mike Sobczyk.



Story and photos by Midwest Regional Office Staff

## A Visit to the Nashua Fresh Air Camp

Staff from the Northeast Region's Food Distribution and Public Affairs offices visited the Nashua Fresh Air Camp in Greenfield, New Hampshire, recently to view a special educational initiative by the Granite State Dairy Association.

The Association brought a cow to the camp to demonstrate the nutritional value of milk. The camp director uses donated USDA foods and the summer food program to provide balanced meals for boys and girls at the residential summer camp.

Local papers received a story of the event to highlight the successful operation of the summer feeding program.



Story and photo by Northeast Regional Office Public Affairs Staff



## Washington Area News

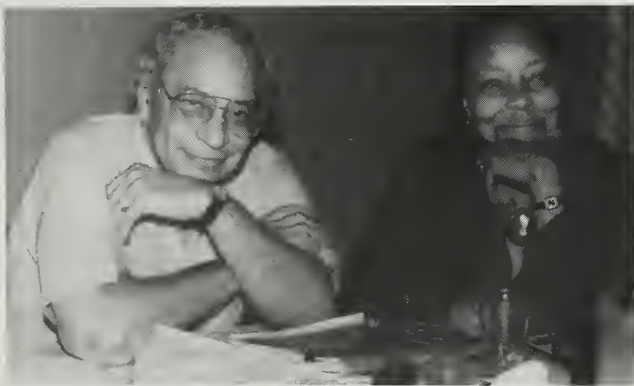
### Civil Rights Directors' Training

In keeping with the Strategic Planning and Management (SPAM) goal to reduce the amount of time it takes to process civil rights complaints, negotiations with the Office of Advocacy and Enterprise (OAE) have led to agreement on streamlining the processing of these complaints. The agreement establishes a pilot project which is scheduled to run for a 1-year period from October 1, 1985 through September 30, 1986. The project authorizes FNS to take full responsibility for processing complaints of discrimination alleged against its feeding programs.

On July 17, 18 and 19, training was conducted in Kansas City, Missouri, by OAE and FNS to train the Regional Civil Rights Directors on the project.

The agenda included discussions on the Memorandum of Understanding and the pilot project, definition of discrimination, USDA/OAE organization mission and function, OAE/FNS responsibility, methods for processing complaints, recordkeeping and reporting, inquiry reports, public information and the pilot assessment. The Civil Rights Directors will present training to the field staff by December 31, 1985.

Attending the training session were: Joseph Leo, Deputy Administrator for Management; Josie Woodley-Jones, Dana Froe and Pat Armijo (OAE); Gwen Baldwin, Gloria McColl, Crystal Tolar and Larry Brantley (Civil Rights/EEO Division); William True (Farmers Home Administration); Ola Moore (Southwest); Glenda Johnson (Western); Haynes Pressley (Southeast); Beverly Watts (Midwest); James Burrell (Mid-Atlantic); Robert Pierce (Northeast); and Gail Brady (Mountain Plains).



Haynes Pressley and Beverly Watts



Glenda Johnson and James Burrell



Crystal Tolar, Gloria McColl, Gwen Baldwin



James Burrell and Haynes Pressley



Pat Armijo, Josie Woodley-Jones, Dana Froe



Pat Armijo, Dana Froe, Gwen Baldwin



Joe Leo and Ola Moore



Larry Brantley

Photos by Glenda Johnson

## Regional News

### Employees Complete Toastmasters Course

FNS employees in the Southeast Region gather after receiving certificates from Toastmasters International for completing an 8-week speechcraft course.

Sponsored by the Spring Street Speakers of FNS and the Southeast Region Personnel office, the participants improved their communication skills with the assistance of another local toastmasters club and enhanced their speaking abilities through introducing people, giving and evaluating speeches and making impromptu talks.



Left to right: David Adkins, Mike Hanes, Willian Anderson, Carla Hungate, Sara Denson, Jeannette Caraballo, Lewis Wright, Darryl Wade, Irene Ligon, Doug Ellsworth and Brenda Maddox. Not pictured: Glenda Coley and Janet Layne.

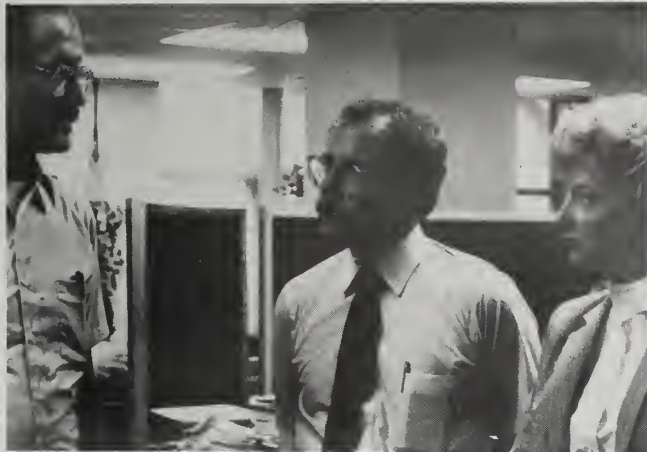
Photo and caption by Steve Watson



## Regional News

### Carol Naughton Visits Midwest Offices:

Carol Naughton, Director of Information Resources Management Division, recently visited Food and Nutrition Service offices in Minneapolis and Chicago.



Jack Klecka (left), MWRO WIC Food Delivery Systems Specialist explains the Travel Tracking System to Carol Naughton. It uses SuperCalc2 on the Televideo 803 microcomputer. Dave Mikelson (center), Supplemental Foods Section Director, says the system tracks travel expenditures and budget effectively.

She found the Midwest Regional Office is utilizing microcomputers extensively for inventory, mail, and travel control. In Minneapolis she visited the Agency's Computer Support Center, the St. Paul Field Office, the Federal Reserve Bank and the Dakota County Certification Office.



Aaron W. Burchell, Chief MWRO ADP Section, and Howard Bronson, Systems Analyst, demonstrate a Perpetual Inventory Control System (PICS), a Mail Labeling System, and a Travel Tracking System for Carol Naughton.

Photos and captions by Midwest Regional Office Public Affairs Staff

### Bode Visits New York City



Assistant Secretary John W. Bode joins children for morning snacks at the St. Ignatius Loyola Day Care Center on East 84th Street during a recent visit to New York City. The Center participates in the Child Care Food Program.



Northeast Regional Administrator Harold T. McLean and Mr. Bode give a "thumbs up" sign after discussing dairy provisions of the 1985 Farm Bill with the editorial staff of the New York Times.

Photos and captions by Northeast Regional Office Public Affairs Staff



